

**TOWN OF UNDERHILL
SELECTBOARD MEETING MINUTES
Underhill Town Hall
Tuesday, July 11, 2017, 6:00 p.m.**

Selectboard: Rick Heh, Kurt Johnson and Pat Sabalis

Town Staff: RaMona Sheppard, Nate Sullivan and Brian Bigelow

Public: Marie Thomas (MMCTV), Daniel Lee, Jeff & Joy Atherton, Tim Chamberlin, Stacy Turkos, Jean Crockett, Bruce Crockett, Quinn Salinder, Catherine Kearns, Merlin Poutre, Elexia Green, Edward Green, Jennifer Silpe, Peter Czaja, Susan Thomas, Jason Marias

6:02 p.m. Call to order, adjustments to agenda. Meeting called to order by Rick Heh. Discussion. Add conversation with Road Foreman after Access Permits and add 2nd floor improvements after the Old Schoolhouse bid discussion.

6:03 p.m. Public Comment Period. Daniel Lee (RA015) advised the Selectboard of erosion on his property. Road Foreman Nate Sullivan committed to viewing the site.

6:04 p.m. Finance / Human Resources. Selectboard and Finance Director/Human Resources Manager RaMona Shepard discussed several items:

- Affirmation of FY17-18 total to be raised by taxes

Rick Heh moved the Selectboard the amount to be raised by taxes for FY17-18 to be \$1,968,266.34. Kurt Johnson seconded and the motion passed 3-0.

- Pay rate for Deputy Health Officer Deborah Moore

Rick Heh moved that the Deputy Health Officer be paid the same rate as the Town Health Officer with the clarification that calls are answered by only one of the Health Officers. Kurt Johnson seconded and the motion passed 3-0.

- Compensatory Time

Discussion ensued about current practice, flexibility and statutory obligations. RaMona Sheppard will draft examples. Nate Sullivan spoke for the flexibility of taking compensatory time instead of additional pay especially during the winter months. No changes to be made at this time.

- Minor Maintenance at Town Hall

Discussion ensued regarding a variety of small projects. Additional conversations to be held regarding retaining a single General Contractor to perform a variety of work on an 'as needed' basis.

- Internet at Town Garage

Discussion on the need for continuing wifi at that location.

6:21 p.m. Animal Control Issues.

Roy Drive / Duffy Hill Road Sheep - Area residents Jeff & Joy Atherton, Quinn Salinder, Erika & Edward Green, Underhill Animal Control Officer (ACO) Jennifer Silpe and the Underhill Selectboard discussed the status of loose sheep on Duffy Hill Road. Area resident Robin LaBelle participated by providing an email. Sheep are the property of Randy Bishop (RD016T) Complaints have been ongoing for years (~2008) but primarily with Vermont State Police and the Town of Westford involvement and ranged from nuisance and property damages to safety concerns. ACO is now receiving the calls and wanted to ensure that the Selectboard is aware of the conversation.

Meadow Lane Dogs - Area residents Catherine Kearns and Merlin Poutre, Underhill Animal Control Officer (ACO) Jennifer Silpe and the Underhill Selectboard discussed the status of three unregistered, at large dogs on Meadow Lane. Area residents Catherine Kearns and Merlin Poutre provided comment. Area resident Susan and Paul Ruess' June 16, 2107 email to the ACO submitted. Dogs are

the property of Gerard and Albert Bernasconi (MD049). The dogs running at large are a nuisance and may be responsible for the death domestic poultry. The ACO's June 12, 2017 letter to the Bernasconis has not been replied to. ACO is seeking the Selectboard's assistance with enforcement under the local Domestic Pet Ordinance.

Staff to draft letters to Randy Bishop and the Bernasconis.

7:00 p.m. Access Permits

Marias (IS318) Preliminary Access – Selectboard, Applicant and Staff discussed the application. Rick Heh moved that the Preliminary Application be approved with the standard conditions and;

- Installation of an 18"x30' CMP for an Access Culvert,
- Approval of the Underhill Jericho Fire Department (UJFD), and
- Meet the 15'x37.5' turnaround dimension or equivalent as may be required by the UJFD.

Kurt Johnson seconded and the motion passed 3-0.

Chamberlin (CW031) Final Access - Tim Chamberlin in attendance to speak to application with Selectboard and Staff. Site Visit performed earlier in the day by Road Foreman and Town Administrator revealed improvements that were not proposed on the submitted engineering. An unique proposal to the previously reviewed turnaround has not been reviewed by the Fire Department. Consensus of the Selectboard to continue to the July 25th meeting and have applicant provide revised and re-dated engineering design drawings.

7:20 p.m. Town Committee Vacancies – Interested party could not make the meeting.

7:21 p.m. Road Foreman Nate Sullivan. Nate Sullivan briefed the Board on a vehicle maintenance proposal. He received a quote to sandblast and paint the frame of the 2013 truck while the dump body is removed. Selectboard and staff reviewed an estimate from TDI Repair Facility in the amount of \$3,668.00.

Rick Heh moved to proceed with the work in an amount not to exceed \$4,000. Kurt Johnson seconded and the motion passed 3-0.

7:29 p.m. Jean and Bruce Crockett (DW011). The Crocketts in attendance as they were under the impression that their roadside tree cutting matter was going to be discussed at the meeting. Discussion ensued. Requests were made for a survey to be performed, that they receive a copy of the Tree Warden's report from the June 21 Site Visit with Bruce Crockett, Road Foreman, Tree Warden and Kurt Johnson and that an additional Site Visit that Jean Crockett can attend be scheduled. Town Administrator to contact Tree Warden for report and for scheduling purposes.

7:48 New Business

Old School House #5. Only one bid received. Bid from Polli Construction opened and reviewed by Selectboard. Bid amount of \$59,295 is in excess of budget amount. Discussion ensued with Selectboard and Underhill Historical Society members Susan Thomas and Peter Czaja regarding timing and budget related to moving forward with the project.

Rick Heh moved to not award the bid at this time, to review the Request for Proposal (RFP) and readdress in two weeks. Kurt Johnson seconded and the motion passed 3-0.

Selectboard and Peter Czaja discussed 2nd Floor Improvements at the Old Schoolhouse. Peter Czaja has identified contractors available to perform the Non-Grant work that had been removed from the most recent RFP. Consensus of Selectboard is that the concept is good but want to run the process by the Finance Director.

Rick Heh moved to approve the work as proposed with each contractor to provide proof of insurance and other required paperwork be approved by the Finance Director. Kurt Johnson seconded and the motion passed 3-0.

Class 2 Roadway Grant Agreement. Selectboard reviewed the Town Highway Class 2 Roadway Grant Agreement in the amount of \$164,145.65 provided by the Vermont Agency of Transportation for the FY17-18 Pleasant Valley Road improvements.

Rick Heh moved the Town accept the Town Highway Class 2 Roadway Grant Agreement #P01763 as prepared by VTrans. Kurt Johnson seconded and the motion passed 3-0.

8:22 p.m. Old Business.

RT 15 Culvert Replacement: Update provided by staff to the extent that FEMA review is ongoing.

Town Hall Roofing Bid: Selectboard reviewed the bid of Frank D. Lossmann G.C., LLC. The Lossmann bid for Standing Seam metal roof was \$40,260 and included extras of: installation of snow guards at \$500.00 and repairs to existing conditions identified during removal of existing roof would be billed at \$65/hour and materials.

Rick Heh moved to accept the \$40,260 bid of Frank D. Lossmann bid for installation of a standing seam roof on Town hall and that any additional repair work as discovered during demolition be proposed and approved prior to commencement of work. Kurt Johnson seconded and the motion passed 3-0.

Class 4 Road Policy: Selectboard and Peter Czaja discussed the situation of reduced Town maintenance on Class 4 Roads in Underhill from previous levels. Chair explained that while the Town isn't required to provide maintenance there is interest in formulating a rational and fair policy. Road Foreman explained that he is most interested in knowing how to respond to worst case scenarios. Consensus of the Selectboard is to continue to look into potential policy enhancements or amendment to the Road Ordinance

8:52 p.m. Warrants and Minutes. By consensus the Board reviewed and signed current warrants.

Rick Heh moved to approve the minutes of the June 20, 2017 Regular Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

Rick Heh moved to approve the minutes of the June 21, 2017 Special Meeting of the Selectboard. Kurt Johnson seconded and the motion passed 3-0.

Kurt Johnson moved to approve the minutes of the July 5, 2017 Special Meeting of the Selectboard as amended. Pat Sabalis seconded and the motion passed 2-0-1 with Rick Heh abstaining.

8:56 p.m. Member Items, Correspondence, Announcements, Schedule: Notice made of the next Regular Selectboard meeting being held on July 25, 2017.

Selectboard acknowledge receipt of:

- Agreement with CCRPC regarding Stormwater Master Planning. Consensus of Selectboard is to have the Chair sign the Agreement with a Town match of \$3,000.
- Budget Status Report dated 7/10/17.
- June 21, 2017 email from Pam and Shawn Martell registering a complaint regarding the issuance of a Building Permit on RU022. Specifically the complaint is that Subdivision conditions of approval (Access and Road Maintenance Agreement) had not be met.

